

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) SF Bay Water Board	UNIT Northeast Bay	POSITION # 880-120-3846-096	DATE March 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Elizabeth Morrison			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist (Supervisory)		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
N/A		N/A	
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
30%	<p>Under the close supervision of a Senior Environmental Scientist (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:</p> <p>Use engineering methods and principles to review applications for Water Quality Certification (Certification) under Section 401 of the Clean Water Act and Reports of Waste Discharge under Porter-Cologne Act related to dredge or fill of streams and wetlands. Perform detailed engineering technical review of project design alternatives for avoiding and minimizing impacts to beneficial uses of streams and wetlands. This will include the review of hydraulic calculations, stream stability thresholds, and wetland water budgets. Perform engineering technical review of aquatic resource restoration and enhancement designs for unavoidable impacts. Ensure compensatory mitigation proposals will not result in either a net loss of functions and acres of aquatic resources or significant adverse impacts to beneficial uses of wetlands and streams. Apply engineering principles and skills for evaluating sizing and designs of stormwater facilities to effectively remove pollutants, maximize groundwater recharge, and protect stream stability. In addition, the evaluation will balance hydrology and sediment transport, provide information and data management systems through computer databases, modelling, and/or data analysis software.</p>		
30%	<p>Communicate orally and in writing via email, written reports, project correspondence, power point presentations, and meetings with peers, supervisors, executive officers, and external stakeholders. Prepare Certifications and Waste Discharge Requirements (WDRs) to specify the authorized impacts, best management practices, compensatory mitigation, and performance criteria for projects that impact wetlands or streams. Use engineering methods and principles to review as-built reports and environmental monitoring reports and conduct project inspections to verify compliance with Certifications and WDRs. Prepare enforcement actions for unauthorized activities that cause impacts, lack of, or failure of compensatory mitigation, when necessary. Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects or issues related to their</p>		

	expertise and assignments. This includes communicating and collaborating with people from different racial, ethnic, and cultural groups to address environmental justice and racial equity.
10%	Perform special projects, review environmental documents for impacts and mitigation to aquatic resources, and respond to complaints and questions from the public. In addition, represent the Board at public forums, prepare internal administrative reports, manage records, and enter data into appropriate Board databases.
10%	Review implementation plans, reports, and designs of stormwater control measures for compliance with the small municipal separate storm sewer system National Pollutant Discharge Elimination System (NPDES) permit. Attend meetings with permittees and appropriate agencies, complete engineering and related analyses, and communicate expectations and results to involved parties. Coordinate with the Region's Phase I NPDES municipal permit staff, as appropriate.
10%	In collaboration with external stakeholders and consistent with supervisor's priorities, manage 401 Water Quality Certification projects by scoping, planning, tracking, communicating, and revising schedules to ensure workload is completed and deadlines are met; establish, adapt, and meet milestones and completion dates of assigned tasks and projects.
5%	Attend and participate in regular Board-wide, Division-wide, and section meetings and trainings, other office level seminars and meetings.
5%	Perform other duties as required.
	Employee Signature: _____ Date Signed: _____

Revised 11/29/21